

CITY OF TUPELO

Job Description

FIREFIGHTER I

Exempt (Y/N): No	Salary Level:
Location: Any City Fire Station	Shift: 24 Hours On/48 Hours Off
Department: Fire	Supervisor: Station Captain

SUMMARY

To perform a wide variety of technical tasks in support of the fire suppression and prevention functions, emergency rescue and handling of hazardous materials; to operate and maintain a variety of fire and rescue apparatus and equipment; to perform investigative work and other special assignments; and to participate in fire prevention, station, and equipment maintenance activities of the Tupelo Fire Department.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the firefighting series. Employees within this class are distinguished from the Probationary Firefighter by the performance of the full range of duties assigned under general supervision and by the performance of specialized work as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operational procedures and policies of the work unit having been trained such that they meet the National Fire Protection Association (NFPA) Professional Firefighter standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- ☐ Respond to emergency calls; provide appropriate services as required including rescue and fire suppression; prepare reports regarding emergency incidents as assigned.
- ☐ Perform rescue for trapped or injured persons; provide necessary first aid in the absence of paramedics; operate numerous types of rescue, emergency and fire suppression equipment as necessary.
- ☐ Perform a variety of duties relating to fire prevention and suppression under general supervision.
- ☐ Participate in cleaning and maintaining station facilities, grounds, equipment and apparatus; ensure that appropriate conditions are maintained at assigned stations; ensure that all equipment and apparatus is in a constant state of readiness for emergency calls.
- ☐ Drive, operate, inspect, and perform minor repair and preventive maintenance, and other technical tasks related to the apparatus and equipment in the Tupelo Fire Department.

- ☐ Participate in training and maintaining the knowledge, skills, and abilities required to meet the National Fire Protection Association (NFPA) standards for a Firefighter covering the areas of fire alarms and communications, emergency medical care, fire behavior, rescue, safety, overhaul and inspections and the use of equipment and techniques including portable extinguisher, SCBA, forcible entry, ventilation, ropes, hoses, nozzles, and appliances, fire streams and sprinklers, salvage, and the use of ladders and water supplies.
- ☐ Participate in a variety of fire prevention and operations activities and programs including safety and training, fire investigations, code enforcement, oversight of the fire scene and equipment operation and maintenance; participate in activities and operations in response to natural disasters, major accidents, incidents involving hazardous materials, and other emergency situations.
- ☐ Study street and apartment locations in assigned district; study building plans and fire prevention systems in buildings in assigned district; study pre-fire plans.
- ☐ Perform other duties as assigned.

ADDITIONAL IMPORTANT DUTIES AND RESPONSIBILITIES

- ☐ Use departmental computer equipment to review records, inquire about activities and programs and input various data.
- ☐ Give tours of assigned fire station, demonstrate fire equipment and apparatus, and participate in other educational programs for various groups and general public.

SUPERVISORY RESPONSIBILITIES

- ☐ Receives direction from upper level supervisory staff. Exercises no supervision.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE OF

- ☐ Policies and procedures of City of Tupelo and the Tupelo Fire Department.
- ☐ Operation, maintenance and uses of modern firefighting apparatus

and equipment including aerial and pumping apparatus.

- ☐ C.P.R. and First Aid procedures.
- ☐ Operational characteristics, services and activities of comprehensive fire suppression and prevention programs and emergency medical services.
- ☐ Pertinent Federal, State, and local laws, codes and regulations.
- ☐ National Fire Protection Association standards for a firefighter.
- ☐ Standard Fire Prevention and Building Codes.
- ☐ Principles, practices, methods and techniques of modern fire and life safety and fire suppression and emergency medical activities.
- ☐ The geography of the city and surrounding area.
- ☐ Specialized communications equipment.
- ☐ Various building construction techniques and the consequence of each type of fire suppression and prevention activities.
- ☐ Approved procedures and policies for hazardous or toxic materials storage, transport and cleanup.
- ☐ Safe work practices and procedures.

ABILITY TO

- ☐ Meet NFPA standards for a Firefighter.
- ☐ Work under stress and use good judgment in emergency situations.
- ☐ Tactfully respond to requests and inquiries from the general public.
- ☐ Operate specialized emergency communications equipment.
- ☐ Assist in resolving a variety of situations characterized by conflict or danger.
- ☐ Prepare and safely operate department vehicles, apparatus, and other emergency equipment.
- ☐ Prepare clear and concise reports.
- ☐ Establish and maintain cooperative working relationships with those contacted in the course of work including city and other government officials, community groups and the general public.
- ☐ Apply Federal, State, and local policies, procedures, laws and regulations.
- ☐ Work irregular hours including weekends, holidays, and extended hours in emergency, disaster or other situations influenced by workload or staffing difficulties.
- ☐ Communicate clearly and concisely, both orally and in writing.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation, which does not create undue hardship, will be made to enable individuals with disabilities to perform the essential functions.

- ☐ Maintain effective audio-visual discrimination and perception needed for:
 - ✓ Making observations
 - ✓ Reading and writing
 - ✓ Operating assigned equipment
 - ✓ Assessing the situation at an incident scene
 - ✓ Communicating with others
- ☐ Maintain physical condition appropriate to the performance of assigned duties and responsibilities, which may include the following:
 - ✓ Directing/participating in fire suppression activities
 - ✓ Running, walking, crouching or crawling during emergency operations
 - ✓ Moving equipment and injured/deceased persons
 - ✓ Climbing stairs and ladders
 - ✓ Performing life-saving and rescue procedures
 - ✓ Walking, standing or sitting for extended periods of time
 - ✓ Operating assigned equipment

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ☐ Effectively deal with personal danger which may include exposure to:
 - ✓ Hazardous chemicals and materials
 - ✓ Fumes and smoke
 - ✓ Intense heat
 - ✓ Electrical hazards
 - ✓ Confined or high work places

- ✓ Dangerous persons and/or animals
 - ✓ Extremely loud noises
 - ✓ Hazards of emergency driving
 - ✓ Hazards associated with traffic control and working in and near traffic
 - ✓ Natural and man-made disasters.
- ☐ Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities.

EXPERIENCE AND TRAINING GUIDELINES

- ☐ Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
- ✓ Completion of the required course of training as a Firefighter in the City of Tupelo is required.
 - ✓ Equivalent to the completion of the twelfth grade supplemented by successful completion of the Minimum Standards Course as prescribed by the Mississippi Fire Personnel Minimum Standards and Certification Board.
 - ✓ Meet the Mississippi Standards for Emergency Medical First Responder.
 - ✓ Meet the standard for Hazardous Materials, First Responder-Operational as per 40 CFR 311.
 - ✓ One year of fire department experience comparable to that of a Firefighter that meets all requirements, rules and regulations of the City of Tupelo.

LICENSE OR CERTIFICATION

- ☐ Possession of a valid State Firefighter Certificate.
- ☐ Possession of, or ability to obtain, an appropriate valid driver's license.
- ☐ Possession of an appropriate, valid Emergency Medical Responder's certificate.